

Exhibit A: Scope of Services

Design Services for Gulf Place and Beach Blvd Streetscape | Gulf Place, Gulf Shores Alabama

2.10.2016

I. Project Understanding

“Project” refers to for **Gulf Place & Beach Blvd from E. 3rd St. to St. W. 4th** located in Gulf Shores, Alabama.

“Owner” refers the City of Gulf Shores Alabama and its representatives.

“Design Team” refers to the Prime Consultant and all of its sub consultants contracted to complete this scope of work.

“Core Design Team” refers to the Landscape Architect, Civil Engineer, and Architect.

“Contractor” refers to the contractor hired by the City of Gulf Shores to build the project.

This scope of work is for the production of Design Tasks for the scope areas identified in Part II. Project Team + Responsibilities. This scope of work and our professional fees are include design fork for GULF PLACE and four (7) blocks of BEACH BLVD based on the limits of work and construction budget are outlined in **Exhibit D: Project Limits. This fee is based on a project construction cost of approximately \$14,500,000** which includes \$10,000,000 for Gulf Place and \$4,500,000 for Beach Blvd improvements. Changes in the construction scope or cost may be cause of a modification of this design scope and professional fees.

Schedule: Refer to Exhibit E

II. Project Team + Responsibilities

The Design Team listed below includes all of the team members required to complete construction plans. Team members will have varying levels of responsibility depending on the phase of work.

<u>Scope Area Responsibility</u>	<u>Firm</u>
Project Management (prime)	TSW
Landscape Architecture	TSW
Civil Engineering	Volkert
Architecture	TSW
Survey	Volkert
Coastal Engineering	Volkert
Structural Engineering (site)	Volkert
Site Electrical	Volkert
Irrigation	Irrigation Consulting Services
Structural (building)	Stability Engineering



MEP (building)	Covalent Engineering
Environmental Permitting	Volkert
Dune Restoration	Volkert
Traffic (ALDOT coordination)	Volkert
Lighting Design (Site)	Gabler Youngston
Geotechnical	Southern Earth Sciences
Construction Admin	Volkert/ TSW

III. Basic Services

1.0 SURVEY + GEOTECHNICAL INVESTIGATIONS

1.1 Survey: The DESIGN TEAM will perform survey in preparation for the design work. Limits are Gulf Place and Beach Boulevard from West 4th Street to East 3rd Street.

- 1.1.1 Develop a digital elevation model of the Gulf Place and Beach Boulevard using LiDAR.
- 1.1.2 Supplement LiDAR with ground survey
- 1.1.3 Verify LiDAR with check sections
- 1.1.4 Provide topographic survey of Gulf Place and on Beach Boulevard
- 1.1.5 Provide boundary survey of Gulf Place
- 1.1.6 Topographic survey will include the location and elevation of ground structures, pavements, drainage features, visible utilities, setbacks and other existing conditions relevant to the project design
- 1.1.7 Topographic survey will include 1' contour intervals.
- 1.1.8 Underground utility survey is not a part of scope
- 1.1.9 Title research if not part of this scope and fee

1.2 Geotechnical: The DESIGN TEAM will perform geotechnical investigations in preparation for the design work. Deep foundation borings will be obtained for the buildings, shade structures, signal poles, pedestrian signal poles, and sheet pile wall. Shallow borings will be obtained for the parking lots and storm water ponds. A pavement recommendation for pervious pavement to be used in the parking lots will be provided. It is estimated that 15 borings will be needed for foundation and wall design purposes, 2 borings will be needed for pond design and about 10 shallow borings for pavement areas. The number and depth of borings will be adjusted as required to meet project needs. Listed below is specific information to be included in the geotechnical reports.

- 1.2.1 Test Location Plan
- 1.2.2 SPT/CPT Logs
- 1.2.3 Summary of Laboratory Data



- 1.2.4 Discussion of General Soil Conditions
- 1.2.5 Site Preparation Guidelines
- 1.2.6 Foundation Evaluation and Recommendations
- 1.2.7 Pavement Section Recommendation and evaluation
- 1.2.8 Soil Parameters for Wall Design
- 1.2.9 Soil Parameters for Pond Design

2.0 60% SCHEMATIC DESIGN

2.1 Design Kick off Meeting: The DESIGN TEAM will hold a project kick off meeting to review the plans and program with the Owner and discuss the detailed vision for the project including the project construction budget and sustainability goals. An initial site visit will be performed to review the existing conditions and verify conditions shown on the survey. The DESIGN TEAM and the OWNER will meet with adjacent property owners to review areas where additional coordination between the proposed work and existing uses is required.

2.1.1 Meetings (1)

2.2 Programming: The DESIGN TEAM will meet with the Owner to verify programming established in the April 2014 Gulf Place Master Plan and expanded upon in subsequent design work. This will be a comprehensive meeting covering all areas of work within the project scope. The CORE DESIGN TEAM will attend the meeting in Gulf Shores with the remaining team members attending by phone as needed.

2.2.1 Deliverable:

2.2.1.1 Technical memo outlining program requirements by area/element

2.2.2 Meetings (1)

2.3 30% Schematic Plans: The DESIGN TEAM will produce a 30% progress plan set based on the direction established during programming. The 30% schematic plans are used to test the project program, identify early coordination needs and gaps data. A Preliminary Concept Plan will be developed for Beach Blvd. showing the roadway and sidewalk configurations for preliminary coordination with ALDOT. A coordination meeting will be held by video conference to review the plans with the OWNER.

2.3.1 Deliverables: (Digital PDF)

2.3.1.1 Site Plan set at 1"=50'

2.3.1.2 ALDOT Preliminary Concept Plan

2.3.1.3 Area Enlargements at 1"=20'

2.4 Design Guide for Public Outdoor Spaces: The DESIGN TEAM will work with the OWNER and its consultants on other related projects to establish aesthetic design standards for this project and adjacent projects. The intent is to produce a guide with standards other consultants can use in development of local projects so that there is a single unified standard for Gulf Shore's public spaces. A Design Guide and outline specification will be produced including images of proposed elements and materials with selected colors, and finishes in order to establish a clear design vocabulary. This work will include standards for:

2.4.1 Streetscapes

2.4.2 **Furniture**

2.4.3 **Lighting**

2.4.4 **Signage**

2.4.5 **Landscape**

2.5 60% Schematic Plans + Pricing: The DESIGN TEAM will advance the design based upon the feedback from 30% Schematic Plans. 60% Schematic Plans will document the project elements to a level sufficient for preliminary costing by a third party. Schematic Pricing Plans will include site plans with supporting sections and elevations illustrating key elements of the design that may impact cost. The DESIGN TEAM will also develop a Concept Plan for Beach Blvd. showing the proposed changes for preliminary coordination with ALDOT. Our work will identify storm water features, hardscape elements, boardwalks, fences, railings, walls, structures, furniture, lighting, mass grading, trees, and shrub and ground cover massing only. The 60% Schematic Plans + Pricing package will be submitted to the Owner for review and comment.

2.5.1 Deliverables: (Digital PDF and 2 Hard Copies)

2.5.1.1 Site Plans at 1"=50'

2.5.1.2 ALDOT Concept Plan

2.5.1.3 Color Rendered site Plan

2.5.1.4 Key Area Plan Enlargements at 1"=20

2.5.1.5 Design Guide for Public Outdoor Spaces

2.5.1.5.1 Landscape Hardscape Materials and Inspirational Imagery

2.5.1.5.2 Lighting approach and inspirational imagery

2.5.1.5.3 Landscape Materials approach, plant lists and inspirational imagery

2.5.1.5.4 Site Furnishings and Lighting approach and inspirational imagery

2.5.1.6 Conceptual grading plans

2.5.1.7 Conceptual storm water layout

2.5.1.8 Typical details showing basic dimensions and materials suitable for preliminary costing; Provide proposed typical section for sheet pile wall

2.5.1.9 Preliminary traffic analysis of Beach Boulevard from W 4th Street to E 3rd Street.

2.5.1.10 Coordinate with ALDOT and City of Gulf Shores on potential location of new traffic, pedestrian signals and access management

2.5.1.11 Rough Order of Magnitude Pricing Estimate

2.5.2 Meetings (1)

3.0 PERMITTING

The Alabama Department of Environmental Management (ADEM) Division 8 Regulations and the Coastal Management Program will require a Beach and Dune Permit for the Gulf Place project. The following is a scope of work and fee for items required for the Beach and Dune Permit:

3.1 Beach and Dune Enhancement Plan



- 3.1.1 Develop a monitoring and maintenance plan for vegetation and dune stabilization measures
- 3.1.2 Discuss conceptual mitigation concerning creation and/or enhancement of dunes
- 3.1.3 Prepare the Beach and Dune Permit Application
- 3.1.4 Prepare a Dune Restoration Plan

3.2 Environmental Impact and Natural Hazards Study (EINHS)

The EINHS will be performed in accordance with the Alabama Department of Environmental Management (ADEM) Division 8, Code R. 335-8-2-.08-(d)-2(i-iii) and Code R. 335-8-2-.08-(d)-3-(iv) regulations. These administrative codes represent "Wave Height Studies" and "Beach and Dune Enhancement Plans," respectively.

- 3.2.1 Our proposed scope of work is as follows:
- 3.2.2 Develop beach profiles for pre-developed and post-developed conditions
- 3.2.3 Develop eroded beach profiles for pre-developed and post-developed conditions
- 3.2.4 Locate and delineate velocity zones on the subject property
- 3.2.5 Analyze the project's potential to significantly increase the likelihood that damage will occur from coastal flooding and storm events
- 3.2.6 Conduct a Littoral Environment Survey
- 3.2.7 Identify native vegetation on-site
- 3.2.8 Conduct a vegetation survey of the property from the seaward limit of construction to an area seaward of the primary dune
- 3.2.9 Produce cover type density percentiles for on-site vegetation within vegetation survey boundaries
- 3.2.10 Provide consultation in text regarding the relocation and planting of native plant species
- 3.2.11 Provide consultation in text regarding the placement of construction fencing, sand fencing, and dune walkovers
- 3.2.12 Develop a monitoring and maintenance plan for vegetation and dune stabilization measures

The following must be provided prior to initiation of the EINHS activities:

- 3.2.13 Legal description of the property
- 3.2.14 Property access
- 3.2.15 Topographic survey or boundary survey with on-site reference elevation
- 3.2.16 Proposed location of disturbed areas on the project site
- 3.2.17 Preliminary site plan and elevations
- 3.2.18 Drainage plans or final grading plan, if available

3.3 Phase I Cultural Resources (CR) Survey and Alabama Historical Commission Coordination

The project will require an Archaeological and Historic Resource Survey. The following is a scope of work for a Phase I Cultural Resource Survey.

- 3.3.1 Perform background research to identify any known cultural resources within the study area, especially archaeological sites, cemeteries, historic structures, and historic communities. This research will also serve to identify the potential for such resources. Several sources will be utilized during this research including but not necessarily limited to the Alabama State Site File (ASSF), the National Register of Historic Places (NRHP), the Alabama Register of Landmarks & Heritage (ARLH), and the Online Archaeological GIS website for Alabama.
- 3.3.2 The field assessment will document archaeological sites, cemeteries, and historic structures. GPS units will be utilized to track walked transects and plot shovel test areas. Shovel test generally will measure 30cm in diameter and will be excavated into subsoil. Soils will be sifted through a 6mm mesh screen to search for cultural material. Any artifacts recovered during the investigation will be bagged and provenience, and returned to the laboratory for analysis. Each resource discovered will be evaluated to a preliminary level necessary to determine its potential eligibility for inclusion on the NRHP.
- 3.3.3 Prepare and submit the Phase I Cultural Resources Report for the subject property. This report will be prepared in compliance with the guidelines set forth by the Alabama Historic Commission (AHC) and will consider both archaeological and historic structural resources. This report will detail the survey and findings of the research and include recommendations of NRHP eligibility for each cultural resource. Those cultural resources that are considered Not Eligible for the NRHP will be recommended for clearance. Those cultural resources that have Undetermined or Potentially Eligible NRHP eligibility will be recommended for avoidance or additional research.
- 3.3.4 Coordinate with the Alabama Historic Commission.

If cultural resources are found, then Phase II Testing or Phase III Data Recovery is warranted these services can be performed under a separate scope of work.

3.4 Wetland Delineation and Jurisdictional Determination

Delineate jurisdictional wetland areas on Gulf Place. The wetland delineation will be done in accordance with the U.S. Army Corps of Engineers' 1987 Wetland Delineation Manual and the 2010 Regional Supplement. The scope of work is as follows:

- 3.4.1 Review soil survey information
- 3.4.2 Review available aerial photography
- 3.4.3 Determine if hydrology indicators are present
- 3.4.4 Determine if hydrophytic vegetation is present
- 3.4.5 Determine if hydric soils are present
- 3.4.6 Locate wetlands using a handheld GPS unit
- 3.4.7 Flag wetland areas

- 3.4.8 Complete Corps of Engineers Wetland Data Forms
- 3.4.9 Request that the Corps of Engineers verify the wetland jurisdictional determination

The wetland line is subject to change until final verification is received by the U.S. Army Corps of Engineers. This service does not include a survey of the wetland boundaries.

3.5 Protected Species Surveys and Fish and Wildlife Service (FWS) Coordination

Volkert will coordinate with the U.S. Fish and Wildlife Service (FWS) to determine species of concern. We will perform a survey for federally protected species listed on the FWS database for Baldwin County, Alabama. If habitat or protected species are found on the site, or a survey for additional species is required, a separate scope of work and fee may be required.

4.0 FINAL SCHEMATIC DESIGN

4.1 Schematic Design: The DESIGN TEAM will refine the Schematic Design set based on the OWNER'S feedback and produce a Final Schematic Design Package for Owner review. The DESIGN TEAM will refine the plans **one (1)** time if needed to address additional comments.

- 4.1.1 Deliverables: (Digital PDF and 2 Hard Copies)
 - 4.1.1.1 Site Plans set at 1"=50'
 - 4.1.1.2 Key Area Plan Enlargements at 1"=20
 - 4.1.1.3 Landscape Hardscape Materials and Inspirational Imagery
 - 4.1.1.4 Lighting approach and inspirational imagery
 - 4.1.1.5 Architectural Floor Plans and Elevations
 - 4.1.1.6 Conceptual grading plans
 - 4.1.1.7 Typical details showing basic dimensions and materials suitable for costing
 - 4.1.1.8 (3) Birdseye sketches
 - 4.1.1.9 Refined Cost Estimate
- 4.1.2 Meetings (1)

5.0 DESIGN DEVELOPMENT

5.1 Design Development will proceed following the owner's approval of Final Schematic Design. Detailed plan drawings and typical site details will be developed. The final deliverables for Design Development include plans, prototypical details and finishes, enlargements, conceptual grading plans (for coordination with Owner's Civil Engineer). The DESIGN TEAM will make 2 informal progress submittals of the Design Development Package at 30% and 60% complete and a formal review set at 90% complete for pricing and Owner review. Following Owner review the DESIGN TEAM will refine the plans 1 time if needed to bring the project within budget.

5.1.1 **Deliverables:** (Digital PDF and @ Hard Copies)

- 5.1.1.1 Perform site visits with the survey noting restrictions, site distance, and general characteristics of the site
- 5.1.1.2 All plans and details necessary to convey design intent and provide accurate cost estimating at 1"=10'.
- 5.1.1.3 Civil site plans
- 5.1.1.4 Overall Landscape Plan identifying by species and quantity trees, shrubs, groundcovers, and turf.
- 5.1.1.5 Overall Hardscape Plan identifying hardscape elements for parking lots, sidewalks, boardwalks, patios, walls, stairs, roof gardens, and ramps
- 5.1.1.6 Layout Plan identifying structures, furniture, and lighting.
- 5.1.1.7 Architectural floor plans and elevations
- 5.1.1.8 Conceptual mass grading
- 5.1.1.9 Design Development Pricing
- 5.1.1.10 Coordinate and attend review meetings with ALDOT

5.1.2 Meetings: up to six (6)

6.0 CONSTRUCTION DOCUMENTS

6.1 Construction Documents will be developed based upon the Owner approved Design Development Package. Detailed plan drawings and details will be developed that are suitable for bidding and construction of the project. The documents will include both detailed and performance landscape plan specifications for design elements to give the contractor the maximum ability to provide solutions that meet the design intent at competitive prices. The DESIGN TEAM will refine each of the following submittals 1 time to bring the project within budget:

- 50% Construction Plans (Land Development Permit and ALDOT coordination) (Digital PDF and @ 3 Hard Copies)
- 80% Construction Plans; ALDOT Preliminary Plans (interdisciplinary QA/QC) – (Digital PDF)
- 90% Construction Plan Set (Owner Final Review) - (Digital PDF and @ 3 Hard Copies)
- 100% Construction documents; ALDOT Final Plans (Building Permits and Bidding) - (Digital PDF and @ 3 Hard Copies)

6.1.1 Deliverables: Construction Documents will include plans, elevations, details and specifications required to permit and bid the project:

- 6.1.1.1 Civil Plans and all associated disciplines to finish work
- 6.1.1.2 Landscape Architecture Plans all associated disciplines to finish work
- 6.1.1.3 Architecture Plans all associated disciplines to finish work
- 6.1.1.4 Coordinate and attend review meetings with ALDOT

- 6.1.1.5 Develop site geometric plan, drainage plan, construction phasing plan, demolition plan, utility plan, electrical plan, structural plans, signalization plans
- 6.1.1.6 Perform traffic counts and field work along Beach Boulevard and the intersections within the project limits.
- 6.1.1.7 Perform site visits with the survey noting restrictions, site distance, and general characteristics of the site
- 6.1.1.8 Perform traffic impact study and access management along Beach Boulevard from W 4th Street to E 3rd Street. Make recommendations for traffic improvements.
- 6.1.1.9 Develop construction documents for final demolition, traffic control, erosion control, civil, site, utility, electrical, and structural plans and quantities.
- 6.1.1.10 Develop specifications for demolition, traffic control, erosion control, civil, site, utility, electrical, signalization and structural.
- 6.1.1.11 Develop final cost estimates
- 6.1.1.12 Prepare and submit ALDOT permits.
- 6.1.1.13 Perform QA/QC audit and constructability review
- 6.1.2 Meetings: up to nine (9)

7.0 BIDDING

- 7.1 The DESIGN TEAM will assist the owner during the bidding process answer prospective bidder's questions about the design and evaluate bids.

7.1.1 Deliverables

- 7.1.1.1 (1) Pre bid meeting in Gulf Shores
- 7.1.1.2 Bid evaluation and recommendations

- 7.1.2 Meeting (1)

8.0 CONSTRUCTION OBSERVATION

The DESIGN TEAM (except the Civil Engineer) will provide Construction Observation services reviewing work for quality and conformance with the construction documents on the OWNER'S behalf. Construction Observation services will be provided as hourly services not to exceed limit listed in Exhibit B FEE. Additional time beyond that amount will be approved approval by the Owner in writing prior to completing additional work.

- 8.1 Typical construction observation activities include:

- Site visits
- Request for Information (RFI) responses
- Architects Supplemental Information (ASI) design clarifications
- Contractor submittal reviews

- Contractor mock up reviews
- Monthly Contractor pay application review

8.2 Meetings: During the course of construction the Design Team will attend meeting on site and by telephone conference to review Contractor progress, address design issues, and review work in the field. Meetings will include a Construction kick off meeting, bi monthly Owner – Architect - Contractor (OAC) meetings, mock up review, construction progress review, final punch review, and a warrantee review.

9.0 CONSTRUCTION INSPECTION

The Civil Engineer will provide act as the OWNER’S representative during construction and provide the following services:

- 9.1 Review contractor submittals.
- 9.2 Attend/conduct a pre-construction meeting.
- 9.3 Review laboratory, mill and shop test to assist in monitoring the quality of construction.
- 9.4 Consult, answer questions, and assist in resolving construction issues during construction.
- 9.5 Provide services of Resident Project Representative (RPR) for onsite inspection and engineering during construction.
- 9.6 Track and document unit bid contractor pay items.
- 9.7 Review monthly and final estimates for payment to contractors.
- 9.8 Make final inspection of the construction upon completion.
- 9.9 Perform construction management on building construction

IV. Additional Services

This is a comprehensive proposal for completion of the project work outlined in Section I. Project Understanding. Additional FEE may be required if there are substantial modifications to the project schedule, scope of construction work, additional of elements, change in construction budget or multiple bid packages are required.

Exhibit B: Fee

WORK ON INDIVIDUAL TASKS WILL BE WILL BE STARTED ONLY AFTER WRITTEN NOTICE TO PROCEED FROM THE OWNER. The scope of work for Tasks 1 - 7 in **Exhibit A** will be completed for a **LUMP SUM fee of \$927,750 INCLUSIVE of EXPENSES**. Tasks 8 & 9 will be completed for an **HOURLY fee of \$566,490**.

Additional Services will be provided upon request from the Owner and authorized in writing before commencing work. Coordination meetings, addressing comments from the public notice and additional special studies that may be required will be performed on an hourly basis upon approval by the Owner. Application fees will be paid by the owner and are not included in the fees listed above.

TASK	FEE	FEE TYPE
1.0 SURVEY + GEOTECHNICAL INVESTIGATION		
1.1 SURVEY	\$14,750	Lump sum
1.2 GEOTECHNICAL INVESTIGATIONS	\$26,000	Not To Exceed
2.0 60% SCHEMATIC DESIGN	\$65,500	Lump Sum
3.0 PERMITTING	\$49,250	Lump Sum
4.0 FINAL SCHEMATIC DESIGN	\$45,800	Lump Sum
5.0 DESIGN DEVELOPMENT	\$306,200	lump sum
6.0 CONSTRUCTION DOCUMENTS	\$399,100	lump sum
7.0 BIDDING	\$ 21,150	lump sum
8.0 CONSTRUCTION OBSERVATION	\$68,200	hourly
9.0 CONSTRUCTION INSPECTION (VOLKERT ONLY)	\$498,290	hourly
TOTAL LUMP SUM FEES	\$927,750	lump sum
TOTAL HOURLY FEES	\$566,490	hourly

Notes:

1. The scope and fee is based upon the current attached Concept Plan – Exhibit D.
2. Addressing comments from the public notice, additional special studies or works not contemplated in original scope that may be required will be performed on an hourly basis upon approval by the Owner.
3. All permitting and application fees will be paid by the owner and are not included in the fees listed above.

V. Additional Services

Additional services not outlined in this proposal will be provided upon request by the Owner.



Exhibit C: Exclusions

The following items are **EXCLUDED** from the Scope and shall be provided by the Owner's Consultant under separate contract, the Contractor, or for an additional fee.

- Cistern Design
- Multiple Bid Packages
- LEED
- Any offsite utility design or coordination
- Design of water parks or water features beyond design intent.



Exhibit D: PROJECT LIMITS

GULF PLACE MASTER PLAN



Exhibit E: Schedule

Design Services for Gulf Place and Beach Blvd Streetscape | Gulf Place, Gulf Shores Alabama

3-4-16-16

